Process Name: Benefits Administration	Process Identifier: BA
Sub-Process Name: Premium Processing	Sub-Process Identifier: BA-4

Sub-Process Purpose and Objectives: Calculate premiums due for State participants and plan participants for external entities.
Sub-Process Description: The premium processing function determines the amount of premiums due by individual insured and provides this information as specified in the output description below. This process occurs monthly. Premiums due for Optional term/universal life are provided in a file by the vendor.

Sub-Process Trigger(s):	Key Sub-Process Participants:
• Monthly processing `	• Participant • Agencies • External entities • Insurance

Inputs:

Input	Format	Volume/Time	Suppliers
TIS participant information	TIS database	380,000	Insurance
Premiums due	File	1/vendor/month	Vendors

Outputs:

Output	Format	Volume/Time	Recipients
Premiums due	Interface file	1/month (40,000 records)	Payroll
Premiums due	Interface file	1/agency/month	TBR, UT
Premiums due	Report	120/month	External entities
Premiums due	Remittance advice	1100/month	Participant (direct pay)

Performance Measures Tracked:

Measure	Approx. Value	Target Value

Laws, Regulations, and Policies That Govern Sub-Process: none

Process Name: Benefits Administration	**Process Identifier**: BA
Sub-Process Name: Premium Processing	**Sub-Process Identifier**: BA-4

Current Sub-Process Issues/Problems:

Improvement Opportunities:		
Opportunity *Merge cells to link one Opportunity to multiple impacts)*	**Organizational Impacts** *(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*	

Applications that Support the Sub-process	
Application Name(s) *(Internal name and vendor's name)*	**Technology Description** *(Programming vendor, language, platform, database, etc.)*
TIS	See BA-1

Process: Benefits Administration	**File:** Ben Admin - final.vsd
Sub-Process: BA-4 Premium Processing	**Date:** 11/10/02
Prepared By: Salvaggio, Teal & Associates	**Page:** 1/1

Participants

Remittance advice for direct pay

Vendors

Optional life premiums due

Insurance

Monthly processing due → Initiate premium calculation

Premiums due report

External Agencies

Premiums due report

TIS

Payroll/ SEIS

TBR/UT

Calculate premiums due